

## JOB DESCRIPTION – Shift Supervisor

<b>Country</b>	Australia	<b>Department</b>	Plant
<b>Business unit</b>	Knauf Plasterboard Pty Limited	<b>Location</b>	Beenleigh
<b>Reports to</b>		<b>Contract</b>	Full time
<b>Function</b>	Operations	<b>Contract period</b>	

### Job Purpose / Job Summary

The Afternoon Shift Supervisor is responsible for supervision of the Knauf Metal Beenleigh manufacturing facility during the evening shift and is required to ensure it operates with efficiency and productivity, staff supervision and allocation. This role is an integral position to ensure that the manufacturing section delivers quality product on time and in full.

### Key Responsibilities

- Supervision, new employee inductions and training of all afternoon shift employees.
- Supports the Production Supervisor with the performance management of all afternoon shift employees.
- Incident reporting and investigation on the afternoon shift.
- Daily Shift change over toolbox meetings
- Conduct risk assessments of processes and product failures and issues.
- Manufacturing wastage of steel and resources to be kept to minimum and meet targets as agreed and set.
- Accountable for all non-employee site and safety inductions for the Manufacturing Areas during the afternoon shift.
- Fill in Afternoon shift book at end of shift outlining how machines ran, any problems and afternoon shift staff.
- Ensures the site is securely secured at the completion of every afternoon shift.
- Assist with Line setting of machines and presses
- Assist with maintenance of machines (If Candidate is adequately qualified or trained)
- Trouble shooting and problem solving on machines and products.
- Acts in accordance with Knauf policy and procedures and strictly within limits of Authority
- Active implementation of the Knauf occupational health and safety policy
- Commitment to the Knauf Code of Conduct
- Other duties and activities as assigned from time to time

### Minimum Requirements

<b>Education background and major</b>	<ul style="list-style-type: none"> <li>• Certificate in training and Assessment.</li> <li>• Trade or Mechanical background</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Supervisory Experience</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• English</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Manufacturing certification desirable (Lean Manufacturing, Kawasaki Production Systems or similar)</li> <li>• Roll forming experience or related mechanical trade or experience with machines</li> <li>• Frontline Management accreditation desirable..</li> <li>• Worked within an accredited QA system.</li> <li>• Excellent communication and supervisory skills.</li> </ul>
<b>Behaviour</b>	<p>A leader who:</p> <ul style="list-style-type: none"> <li>• Recruits quality team members,</li> <li>• Mentors, develops and coaches team members for enhanced performance and personal growth</li> <li>• Addresses underperformers</li> <li>• Treats people with respect, being flexible and adaptable</li> <li>• Focuses on the strength of the team</li> </ul>

- Delegates well, challenging and inspiring the team to deliver exceptional outcomes.
- Listens and understands how to drill down to root cause.
- Strong communicator with the ability to influence, work collaboratively but take clear position when necessary
- Displays the Knauf leadership principles:
  - Set an example
  - Provide orientation
  - Appreciative communication
  - Encourage initiative.

An individual who;

- Has unquestionable integrity and honesty
  - Takes personal pride and ownership of the results and act with the highest integrity.
  - Sets high standards, is personally motivated with a high work ethic
  - Is proactive, organised and structured
  - Remains calm under pressure
  - Is decisive, persistent and finishes what is started.
  - Open to feedback and considered of others ideas
  - Has high attention to detail
  - Takes accountability for all decisions.
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